

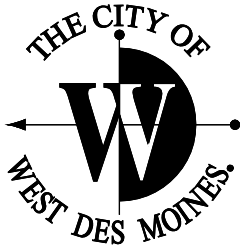
Development Application

Specific Plan Town Center Overlay District



Development Services Department
4200 Mills Civic Parkway
West Des Moines, IA 50265-0320
515-222-3620 (phone)
515-273-0602 (fax)
www.wdm.iowa.gov

Additional copies of this application and the appropriate
"project submittal requirements"
can be found on the City's website;
<http://www.wdm.iowa.gov>



Development Application

NO DEVELOPMENT APPLICATION CAN BE
ACCEPTED FOR FILING UNLESS ALL REQUIRED
INFORMATION IS SUBMITTED.

TYPE OF REQUEST (Check all that apply):

The following are for developments within the Town Center Overlay District only:

- ☐ Area Development Plan (ADP)
☐ Specific Plan Ordinance (ZC-SP)
☐ Site Plan (OSP)

GENERAL PROJECT INFORMATION

Project Name: _____

Within Which Area Development Plan: _____

Site Location - actual address if assigned (general location if no assigned address):

Total Project Area included in this application: _____ acres (or) _____ sq. ft.

Project Description: _____

Which Planning Unit(s) are included as part of this application (use unit designation as identified on the associated Area Development Plan:

Unit ____:	_____ Ac.	Use: _____
Unit ____:	_____ Ac.	Use: _____
Unit ____:	_____ Ac.	Use: _____
Unit ____:	_____ Ac.	Use: _____
Unit ____:	_____ Ac.	Use: _____
Unit ____:	_____ Ac.	Use: _____
Unit ____:	_____ Ac.	Use: _____
Unit ____:	_____ Ac.	Use: _____
Unit ____:	_____ Ac.	Use: _____

Fee Amount: _____
Case Planner: _____
Date Submitted: _____
Case #: _____

OFFICE USE ONLY:

CONTACT INFORMATION:

Property Owner(s): _____

Owner Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

(Submit additional information sheet for multiple property owners)

Applicant: _____

Applicant Mailing Address: _____

Main Applicant Contact: Phone: _____ Fax: _____

Email: _____

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

Applicant's Representative (Primary Contact Individual): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Engineer (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Architect (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

LEGAL DESCRIPTION SHOULD BE ATTACHED SEPARATELY

DETAILED PROJECT INFORMATION: (photocopy form & attach if additional space is needed)

- Building details per planning unit (use a separate line for each building):

Unit ____: ____ sq. ft. ____ ht. ____ stories Tenant/Use: _____

Unit ____: ____ sq. ft. ____ ht. ____ stories Tenant/Use: _____

Unit ____: ____ sq. ft. ____ ht. ____ stories Tenant/Use: _____

Unit ____: ____ sq. ft. ____ ht. ____ stories Tenant/Use: _____

Unit ____: ____ sq. ft. ____ ht. ____ stories Tenant/Use: _____

- Identify any place making elements or pedestrian use areas to be incorporated within each planning unit:

Unit ____: _____

Unit ____: _____

Unit ____: _____

Unit ____: _____

Unit ____: _____

- Identify proposed building setbacks for each planning unit:

Unit ____: Front: _____ ft. Rear: _____ ft. Sides: _____ ft.

Unit ____: Front: _____ ft. Rear: _____ ft. Sides: _____ ft.

Unit ____: Front: _____ ft. Rear: _____ ft. Sides: _____ ft.

Unit ____: Front: _____ ft. Rear: _____ ft. Sides: _____ ft.

Unit ____: Front: _____ ft. Rear: _____ ft. Sides: _____ ft.

- Total gross square feet of all building floor areas in all units: _____
- Total gross square feet of all building footprints in all units: _____

Existing Comprehensive Plan:

Proposed Comprehensive Plan:

Existing Zoning:

Proposed Zoning:

Surrounding Land Uses:

North: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

East: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

South: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

West: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

Total Land Area: acres sq. ft.

Impervious Area: sq. ft.

Open Space:	<u>Required</u>		<u>Provided</u>	
	% Total Area	sq. ft.	% Total Area	sq. ft.
	% Paved Area	sq. ft.	% Paved Area	sq. ft.
Total:	%	sq. ft.	%	sq. ft.

Landscaping:

<i>Buffers</i>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

<i>Open Space</i>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

<i>Streetscape</i>	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

Parking:	<u>Required</u> (Indicate Calculation)	<u>Provided</u>
	():	General Parking:
	():	Handicap:
	Total:	Total:

Area:

**** All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

CERTIFICATION:

NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach if necessary)

Part A: Owner's Signature and Consent

I/we, _____ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Legal Property Owner

Date

EIN (Employer Identification Number) _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.
My commission expires on the _____ day of _____, 20____.

Signature of Notary Public; _____

Part B: Applicant's Signature and Consent

(Use only if the applicant is different from Property Owner)

I/we, _____ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Applicant

Date

EIN (Employer Identification Number) _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.
My commission expires on the _____ day of _____, 20____.

Signature of Notary Public; _____

Part C: Applicant/Owner Consent to Traffic Study and Fees

I _____ hereby request the City initiate the required traffic study for this project. I understand that the traffic study is **estimated** to cost \$_____ based upon the preliminary development/use information that I have provided to the City. I understand that **this is only an estimate of the cost and that** based upon the traffic analysis fee table included in this application packet or otherwise available from the city upon request **the total cost may be less or more than the estimate.**

- ☐ **By my signature below, I authorize the study and agree to pay all traffic study fees when billed by the City, even if the project is withdrawn.**
- ☐ **I understand that these fees must be paid in full prior to the proposed project proceeding to the appropriate approval body (Plan & Zoning Commission, Board of Adjustment or Administrative approval).**

Enclosed with this signature page is:

- ☐ \$100.00 base fee (if total study fee cost is estimated to be less than \$2,000)
- ☐ \$_____ (at least ½ of the estimated cost)

Signature of Applicant

Date

Printed Name: _____

EIN (Employer Identification Number) _____

(This must be provided prior to initiation of the study)

The above signed applicant appeared before me and personally subscribed and sworn before me on this

_____ day of _____, 20____.

Signature of Notary Public; _____

My commission expires on the _____ *day of* _____, 20____.

Billing information:

Name: _____

Company: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Legal Documents

Some projects are required to grant easements, dedicate right-of-way, or enter into various other agreements. City staff will prepare said easements, dedications, or agreements documents. Below please provide the following information in the event such legal documents are necessary for your project.

Grantor (legal entity): _____

Signatory (Person Signing Document): _____

Title of Person Signing Document: _____

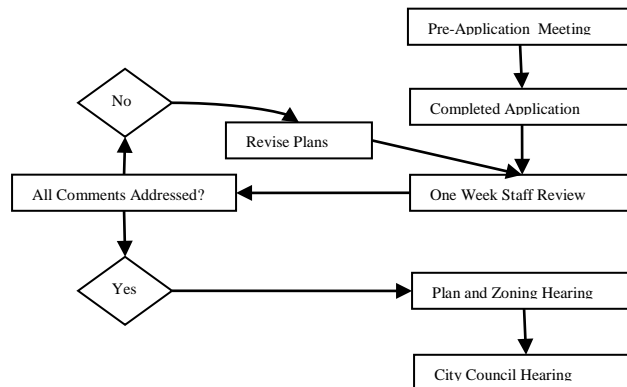
City Of West Des Moines Submittal Requirements
TOWN CENTER OVERLAY DISTRICT:
SPECIFIC PLAN

The Specific Plan is the second step for development of parcels within the overlay district. A Specific Plan is a detailed plan for one (1) or more parcel(s) of land identified within a larger Area Development Plan. The Specific Plan establishes the overall standards for future development of the area and is used as a guide for development of individual sites. The standards and guidelines identified within the specific plan should be developed to accentuate planning that supports the overall Town Center Overlay District objectives. The Specific Plan phase includes a detailed drawing and written ordinance document.

Purpose/Intent: The Specific Plan shall;

- Establish overall image objectives;
- Determine specific site development criteria;
- Establishing architectural standards and define guidelines;
- Define expected pedestrian elements to be implemented throughout the specific plan; and,
- Identify unifying streetscape elements.

When Required: For land areas within the Town Center Overlay District. The Specific Plan is the next step after the establishment of an Area Development Plan. The specific plan may be submitted in conjunction with, **but not prior to** the approval of the Area Development Plan.



- **Final copies of plans following Council approval MUST have original signatures and seals on ALL copies.**

Application Fee - full fee is due at time of submittal

☐ \$470.00 + \$11.00/acre

Notification Fee - The City of West Des Moines will prepare the property owner list for notification purposes

☐ \$467.50 Notification Fee (fee due at time of submittal)

Traffic Fee – base fee is due at time of submittal

☐ Letter from Applicant/Owner requesting City initiation of traffic study

☐ \$100.00 base fee

☐ Additional traffic fees will be based upon the Traffic Fee Matrix (attached) and are due prior to City Council

A. Your submittal **must** include the following:

1. ☐ Letter from applicant describing how this specific plan meets the overall objective of Area Development Plan and the Town Center Overlay District Guidelines. The letter should also identify the contact person's name and information. If

the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be in a certified legal form.

2. ☐ Completed application form
3. ☐ One (1) location map showing the proposed site location and adjacent existing land uses (8 ½ x 11")
4. ☐ One (1) location map identifying the area within the Overlay District (8 ½ x 11")
5. ☐ One (1) location map identifying the area within the Area Development Plan (8 ½ x 11")

6. ☐ One (1) copy of the corresponding Area Development Plan (24" x 36", **folded**)
7. ☐ One (1) copy of the corresponding Area Development Plan (8 ½ " x 11")
8. ☐ Eight (8) copies of the Specific Plan (24" x 36", **folded**)
9. ☐ One (1) PDF copy of the PUD sketch.
10. ☐ Two (2) copies of the Storm Water Management Plan
11. ☐ One 1"=30' fire truck turning radius plan illustrating the proposed vehicle circulation pattern
12. ☐ Other information deemed necessary by the Director of Development Services for the review of the proposed project

B. Your Specific Plan drawing must include the following:

1. ☐ Legal description and total area of the entire specific plan area and each individual parcel
2. ☐ **All** land owners and applicant's name, address and contact information of properties included in the Specific Plan.
3. ☐ Date, compass point, legend of symbols and scale (written and graphic)
4. ☐ Vicinity map that accurately represents the area including recent developments
5. ☐ Assigned addresses if the property has been platted
6. ☐ Proposed densities of individual parcels
7. ☐ Property boundary lines including dimensions
8. ☐ Existing topography of subject property at contour intervals of not more than two feet (2'), City datum
9. ☐ Existing topography and site features of adjacent property for at least one-hundred feet (100') outside of subject boundary, at contour intervals of not more than two feet (2'), City datum
10. ☐ Identify existing and proposed street locations and circulation patterns including classification, preliminary alignments, signaling and signage locations, paving widths, rights-of-way dimensions and whether public or private
11. ☐ Proposed parking areas and loading zones
12. ☐ Location of utilities, labeled with size, type, existing or proposed and whether public or private
13. ☐ Location of existing and proposed easements for all utilities, rights-of-way, buffers, railroad, drainage facilities, etc... shall be shown and appropriately labeled with reserved width, type, book and page and whether they are public or private
14. ☐ Anticipated location, size, height, footprint and use of all buildings &/or structures existing and proposed (excluding residential dwelling units)
15. ☐ Illustrate pedestrian circulation pattern, trail locations, and connections to City's trail network
16. ☐ Location of useable pedestrian open spaces, and plazas
17. ☐ Location of primary focal point(s) or place-making elements
18. ☐ Location and identification of any alternative pavement treatments, streetscape furniture or other amenities associated with plazas, trails, sidewalks and roadways
19. ☐ Conceptual landscaping plan and identification of themes
20. ☐ Location of any other major site development or landscape features, existing or proposed, for the subject site or located within the area
21. ☐ Location and width of landscape buffers
22. ☐ Methods of compliances with all applicable flood plain development standards and district regulations
23. ☐ Identification of existing and proposed drainage-ways and storm water/detention areas
24. ☐ Other information pertinent to the proposed use may be requested for illustration or statistical purposes

C: Landscaping, Architectural and Pedestrian/Place making elements must include the following:

1. ☐ Four, 11 X 17, packets of color renderings that illustrate the following:
2. ☐ Buffers – How will buffering be achieved? Decorative walls, landscaping etc.
3. ☐ Landscaping – Illustrations of a common theme or identity will be achieved.
4. ☐ Pedestrian elements – Illustrations of concepts on chosen streetscape elements such as benches, lighting, planters etc, to be carried out throughout the entire development.
5. ☐ Focal points – Illustrations of plaza areas, fountains, monuments, art, etc that help to create place.
6. ☐ Building architecture – Renderings that provide architectural concepts to be carried out throughout the project.
7. ☐ Signage - Renderings that provide concepts to be carried out throughout the project.

Additional copies of the development application and "project submittal requirements" can be found on the City's website:

<http://www.wdm.iowa.gov>

TRAFFIC ANALYSIS FEES
APRIL, 2007

PROCESS	COMPREHENSIVE PLAN	AREA DEVELOPMENT PLAN(1)	ZONING	SUBDIVISION	SITE PLAN(4)
Fees for Independent Processes and Applications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis
Fees for Combined Processes and Applications Tracking Together with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0.50/additional Trip for driveway analysis
Fees for Independent Process and Applications within One Year of Initial Application with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee plus \$0.50/additional Trip for driveway analysis
Re-analysis Fees within One Year of Initial Application (2)	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 1st 100 Trips min., plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis

NOTES

- (1) An Area Development Plan is only required in the Jordan Creek Town Center Overlay Zoning District
- (2) Includes analyzing modified development proposals and configurations and is limited to a 15% increase in trips.
- (3) Trip calculations are determined from the difference from vacant property to the traffic generated by the proposed development using the average generation rate from the latest version of the ITE Trip Generation Manual.
- (4) Includes Permitted Conditional Use Reviews